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| St Mary Magdalen Catholic Primary School **Assistant Nursery Manager job description** |

The children, staff and Governors are seeking to appoint an excellent Assistant Nursery Manager to join our EYFS team in February 2025. We are looking for somebody who:• is supportive of the Catholic nature of our school• is passionate about learning and teaching in the Early Years• has high expectations of themselves and of our children• works well as part of a team and is able to bring a new dimension to our already successful staffing structure• is willing to be involved in the wider life of the school and community.We can offer:• the opportunity to work in a happy, welcoming and caring school* a brand new Nursery building with a maximum of 15 pupils
* the support and guidance of an experienced Leadership team
* motivated, curious and creative young children who are eager to learn
* very supportive school staff and governors.

Employment details |
| Job title: | Assistant Nursery Manager |
| Department: | EYFS  |
| Reports to (job title): | The Nursery Manager, the EYFS lead, the SENCO and the SLT |
| Type of position: |  Permanent – fulltime |
| Hours of work: | 29 hours |
| Level and scale point: | Grade 5 |
| Job purpose: To support the policies, ethos and vision of the nursery and actively promote high levels of achievement in the nursery. Contribute to leadership and management. Evaluate the effectiveness of the provision in the nursery in close collaboration with the leadership team. |
| Main duties/responsibilities |

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| **Grade:**  | Grade 5 | **Staff** **responsibility:** | No | **Essential Car user:** | No |
| **Scope of role:**Support the nursery manager and team in the planning and delivery of a creative and stimulating curriculum.collaboratively, in meeting the personal, social and curriculum related needs of our Mighty Mini’s Nursery pupils, including those with special needs and/or bilingual needs, and to establish positive, supportive and constructive relationships with pupils, parents, carers and the wider community, and by contributing ideas and strategies. Will assist with the planning, delivery and evaluation of the curriculum and it's differentiation amongst pupils. Would be expected to: * plan and implement teaching and learning activities to individuals and groups to undertake supervisory cover for classes as appropriate.
* establish supportive and constructive relationships with pupils, parents, carers and the wider community
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| **In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post**  **Accountabilities/Responsibilities – appropriate for this post:*** Support the nursery manager and team in the planning and delivery of a creative and stimulating curriculum.
* Ensure the curriculum supports a range of learning styles and develops each child’s independence.
* Support the manager in ensuring the provision of high-quality learning activities throughout the nursery.
* Work in partnership with the rest of the nursery team to monitor success and manage areas for improvement.
* Share and model outstanding practice.
* Work with the rest of the team to successfully implement policies and procedures.
* Support and guide all team members working in the nursery alongside the manager.
* Support the management of staff and assess performance.
* Manage and plan the day-to-day running of activities, including efficient use of resources.
* Prepare for Ofsted inspections and work towards the nursery’s inspection goals.
* Keep up-to-date with the requirements of the EYFS framework.
* Uphold the nursery’s safeguarding policies and procedures to ensure the safety of children is never compromised.
* Have an understanding of meeting the individual needs of children from differing backgrounds and of differing abilities.
* Act as a role model for children, aid their cognitive development and help give them the best start in life.
* Develop and maintain effective relationships with parents/colleagues/Governing Board/local community.
* Develop and maintain links with the LA advisory and support services.
* Be proactive in communicating with the local community and look for opportunities to extend the curriculum to enhance teaching and learning in early years.
* Liaise with colleagues to aid the smooth transition of all children from early years to Reception and KS1.
* Have an understanding of how to appropriately communicate with all children in the nursery, including those with SEND.
* Promote the health and wellbeing of all children in the nursery.
* Maintain a high standard of care for the children and actively promote and support the safeguarding of children, ensuring relevant policies and procedures are observed at all times.
* Assist with the maintenance of hygiene and cleanliness on site.
* Deal with challenging behaviour.
* Support team members in delivering Individual Learning Plans and targets set by outside agencies to SEND children.

**Role holders may be responsible for:*** Instructing and checking the work of others; or
* Planning and organising tasks; or
* Interpreting information, solving task-related problems or implementing regulations; or
* Producing work of the required standard; or
* Providing advice and guidance on established internal policies and procedures.
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| **Support for the School** * To assist in providing a purposeful, orderly and supportive environment for learning.
* To support the promotion of positive relationships with parents, carers and outside agencies.
* To work within school policies and procedures.
* To attend staff training/meetings as appropriate.
* To take care for their own and other people's health and safety.
* To liaise with the School's appropriate person with regard to the ordering supplies and equipment
* Monitor and manage stock, if necessary within an agreed budget, cataloguing resources and undertaking audits as required.
* To be aware of the confidential nature of issues related to home/pupil/teacher/school work.
* Assist in the supervision, training and development of other members of staff where necessary.
* To undertake cover supervision when required

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